



Allowed Extensions on Attachments

2/10/2019 - Email sent to all Cardinal Fiscal Officers and Cardinal Financial users

Subject: Cardinal Financials - Allowed Extensions on Attachments)

As you are aware, the Cardinal system provides functionality to allow for the upload/storage of attachment files on select transaction types. While we will continue to offer attachment functionality, there will be a slight change relative to the types of files that can be uploaded to Cardinal.

Cardinal is implementing additional security controls to prevent malicious files from being uploaded to the system. Starting Monday, February 11, 2019, as part of these security measures, only the file extensions listed below will be allowed as attachments in Cardinal.

Allowed File Types:
.BMP
.CSV
.DOC
.DOCX
.JPE
.JPEG
.JPG
.MSG
.PDF
.PNG
.PST
.RTF
.TIF
.TIFF
.TXT
.XLS
.XLSX
.XML

Existing Cardinal attachments with non-conforming file extensions have been converted to an allowed file type in the Cardinal system.

As a reminder, we request you only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history review. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source for the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart



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from the Cardinal attachment functionality.

Need additional support or information about Cardinal attachments? General questions about this update can be directed to the Cardinal Team at projectcardinal@doa.virginia.gov or for functional or technical support, submit a help desk ticket to vccc@vita.virginia.gov and include "Cardinal" in the subject line.

Regards,

The Cardinal Team